Test Coordinator's Manual

Arizona's
Instrument to Measure Standards
High School

AIMS HS

Test Coordinator's Name

PEARSON

AZ00000512

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Introduction

Arizona's Instrument to Measure Standards (AIMS), administered by the Arizona Department of Education (ADE), measures what students know and are able to do in the content areas of writing, reading, mathematics, and science as presented in the *Arizona Academic Content Standards*. Students will receive score reports with specific information detailing their progress toward meeting the standards. Schools will receive score reports with information on students' progress that can be used to strengthen curriculum and instructional strategies.

The fall administration of AIMS High School (AIMS HS) is provided as an additional opportunity for those students in at least their 3rd year of high school to test in the content areas of writing, reading, and mathematics. For Fall 2009, these three content areas will be available to students in Cohorts 2011, 2010, or lower (generally eleventh and twelfth graders). Passing all three content areas is a graduation requirement for most students.

Additionally, the Fall 2009 AIMS HS administration will include an AIMS HS Writing Field Test in selected schools. Nearly all students in Cohort 2012 (generally tenth graders) in the selected schools will participate in the Fall 2009 AIMS HS Writing Field Test. Score reports will not be generated for the Writing Field Test.

Each District or Charter Operator must designate a Test Coordinator to oversee testing for all schools within the district or for all schools under the same charter. This individual is referred to as the District Test Coordinator. The *AIMS HS Test Coordinator's Manual* is written specifically for District Test Coordinators.

This *AIMS HS Test Coordinator's Manual* provides the instructions for the proper handling of test materials before, during, and after test administration. To ensure the correct administration of AIMS HS, District Test Coordinators must also refer to and use the *AIMS HS Test Administration Directions.* For districts and charters selected for participation in the Fall 2009 AIMS HS Writing Field Test, District Test Coordinators must also refer to and use the *AIMS HS Writing Field Test Administration Directions.*

There are accommodations available to students. To ensure the correct administration of all AIMS tests, District Test Coordinators must refer to and use the ADE document *Testing Accommodations: Guidelines for 2009–2010*.

All of the manuals listed above are available on the ADE Test Coordinator Web page: www.azed.gov/standards/AIMS/Administering.

Responsibilities of the District Test Coordinator

The District Test Coordinator is responsible for the correct administration of testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the District Test Coordinator assumes ultimate responsibility.

Responsibilities of the District Test Coordinator include:

Before Testing

☐ attending a Pre-Test Workshop;

☐ obtaining signed copies of the Test Security Agreement;

☐ submitting to ADE a copy of the Test Security Agreement signed by the District Superintendent or Charter Representative;

☐ scheduling testing activities within the district or charter schools;

☐ communicating the schedule to Test Administrators;

☐ providing training to Test Administrators on testing procedures;

☐ working with Test Administrators to select appropriate classrooms or other sites within the school where testing will take place;

☐ following up on questions from Test Administrators by contacting either Pearson or the ADE;

☐ receiving materials from Pearson;

☐ inventorying test materials and Test Coordinator's Kits upon arrival and, if needed, ordering extra materials;

☐ implementing and maintaining security procedures within the district/charter operator and school(s);

☐ communicating security procedures and responsibilities to Test Administrators;

☐ providing instructions regarding the use of the student bar code labels (Pre-ID Labels) and completion of the student demographic data grid and accommodations data boxes located on the back and inside front covers of the AIMS HS answer documents; and

☐ arranging for a supply of commercially published paper dictionaries and commercially published paper thesauri to be available in testing rooms during the administration of the AIMS HS Writing test and the AIMS HS Writing Field Test **only.**

During Testing

- ☐ monitoring assessment activities;

- ☐ checking out test books and answer documents to Test Administrators at the beginning of each day of the test administration;

- ☐ checking in test books and answer documents from Test Administrators at the end of each day of the test administration; and

- ☐ maintaining an accurate inventory of all test materials throughout the test administration window.

After Testing

- ☐ checking that responses have been transferred to standard answer documents for students who used the large print or Braille versions of AIMS HS or who used assistive technology as an accommodation, and that student responses from contaminated test materials have been transferred to clean answer documents;

- ☐ completing the header sheets;

- ☐ completing the School Header List;

- ☐ completing the Materials Inventory Sheets;

- ☐ reporting any testing incidents to the ADE State Test Coordinator;

- ☐ boxing materials for return shipping as instructed in this manual; and

- ☐ ensuring all scorable and nonscorable test materials are prepared for pickup by the scheduled retrieval date.

Test Administration

AIMS HS must be administered exactly as directed in the *AIMS HS Test Administration Directions*. District Test Coordinators must review both the *AIMS HS Test Administration Directions* and the *AIMS HS Test Coordinator's Manual* well in advance of administering the test and in advance of training School Test Coordinators and Test Administrators. District Test Coordinators who have one or more schools selected for participation in the Fall 2009 AIMS HS Writing Field Test must also review the *AIMS HS Writing Field Test Administration Directions* well in advance. What follows is a brief summary of some of the information included in the *AIMS HS Test Administration Directions* and the *AIMS HS Writing Field Test Administration Directions*.

AIMS HS Test Administration Schedule

AIMS HS must be administered on the exact dates shown on the following page. It is the District Test Coordinator's responsibility to communicate this schedule to the appropriate school and district personnel, including Test Administrators, and to students and parents/guardians.

AIMS HS Test Administration Dates	Session(s)—Time
Writing Test—October 27, 2009	1 session—2–2½ hours
Reading Test—October 28, 2009	1 session—2 hours
Mathematics Test—October 29, 2009	2 sessions—90 min. ea.
AIMS HS Writing Field Test Administration Dates	**Session—Time**
October 26–30, 2009	1 session—2–2½ hours

Detailed information about the AIMS HS testing schedule, the timing of the testing sessions, and breaks between the testing sessions is included in the *AIMS HS Test Administration Directions* and in the *AIMS HS Writing Field Test Administration Directions*.

Make-up testing *is not* allowed during the Fall 2009 administration of AIMS HS Writing, Reading, and Mathematics. Students and their parents/guardians should be notified of testing dates in advance. Students who are absent or otherwise miss the scheduled test administration are not permitted to make up the missed session(s). Districts need to alert students and parents/guardians that, if students are absent or otherwise miss the scheduled test, then no further opportunities to test are available in the fall of 2009. Districts should document student or parent/guardian refusal to test.

Administering AIMS HS tests on dates other than those shown above without the written permission of the Assessment Section of the ADE is a serious testing violation. Schools not in session on October 27, October 28, or October 29, 2009, must request permission from the Assessment Section of the ADE to administer AIMS HS tests on alternate dates. Schools selected for the AIMS HS Writing Field Test not in session during the entire week of October 26–30, 2009, must request permission from the Assessment Section of the ADE to administer the AIMS HS Writing Field Test on an alternate date.

Students to Be Tested

Only students in Cohorts 2011, 2010, 2009, or below are permitted to participate in the Fall 2009 administration of AIMS HS writing, reading, and mathematics Tests. However, not all students in these cohorts are required to participate in the Fall 2009 AIMS HS administration. Refer to the *AIMS HS Test Administration Directions* for more detailed explanations about which students are to be tested on the AIMS HS tests.

Nearly all students in Cohort 2012 (generally tenth graders) in the selected schools are expected to participate in the Fall 2009 AIMS HS Writing Field Test. Refer to the *AIMS HS Writing Field Test Administration Directions* for more details.

Prior to testing, the District Test Coordinator, or designee(s), must create lists of students testing on each content area of AIMS HS. These lists must be shared with the appropriate Test Administrators and School Test Coordinator.

Private Placement and Voucher Placement Students

Private placement and voucher placement schools will order their own test materials. These schools will administer AIMS HS tests, as appropriate, to their students. **Private placement and voucher placement schools will be responsible for returning the test materials directly to Pearson for scoring. Private placement and voucher placement schools must follow the directions in this manual for the assembly and return of test materials.**

Arrangements Prior to Test Administration

The District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each testing room. Test Administrators and Proctors **must** be employees of the school and must attend training in the correct procedures for administering the tests and handling the test materials.

The District Test Coordinator is responsible for determining the suitability of each testing room. Each testing room must provide a comfortable and distraction-free environment. Seating should be arranged so that students are not tempted to look at the answers of others. All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.

AIMS tests are to be administered at Arizona schools. Schools administering AIMS tests at locations other than school property, such as a public library, hotel meeting room, or conference center, must provide addresses for all such off-site test locations to the Assessment Section of the ADE. AIMS tests may be administered in a home or hospital setting for a single student without notifying the ADE. AIMS tests cannot be administered outside of the state of Arizona.

*Test Administrators and Proctors **must** be employees of the school.*

All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.

Required Test Materials

Test materials will be provided to each district according to the enrollment information provided by the district. Each box will be clearly marked and numbered in sequence. The packing list will be in the first box, a white box. The materials will be packed by school for all district/charter operators.

The District Test Coordinator will receive an overage of materials equivalent to 5% of the order placed online in August. Test Coordinators are to use these materials to cover any shortages at the schools. Do not distribute extra materials to schools or Test Administrators unless needed. If schools need more materials in addition to those supplied in the district overage, District Test Coordinators should refer to page 9 in this document for additional ordering instructions.

AIMS HS Test Materials Provided to the District

The following test materials will be distributed to each District Test Coordinator:

- ☐ a packing list;
- ☐ AIMS HS Writing Test Books;
- ☐ AIMS HS Reading Test Books;
- ☐ AIMS HS Mathematics Test Books;
- ☐ AIMS HS Writing Field Test Books (if selected for the field test);
- ☐ AIMS HS Writing Answer Documents;
- ☐ AIMS HS Reading Answer Documents;
- ☐ AIMS HS Mathematics Answer Documents;
- ☐ AIMS HS Writing Field Test Answer Documents (if selected for the field test);
- ☐ *AIMS HS Test Administration Directions;* and
- ☐ *AIMS HS Writing Field Test Administration Directions* (if selected for the field test).

Each District Test Coordinator will also receive Test Coordinator's Kits, which contain:

- ☐ a packing list;
- ☐ *AIMS HS Test Coordinator's Manuals* (one for the district/charter operator and one for each school);
- ☐ header sheets;
- ☐ School Header Lists;
- ☐ Materials Inventory Sheets;
- ☐ blue return shipping labels for scorable AIMS HS answer documents;
- ☐ pink return shipping labels for scorable AIMS HS Writing Field Test answer documents (if selected for field test);
- ☐ green return shipping labels for nonscorable AIMS HS test materials;
- ☐ student bar code labels (Pre-ID Labels);
- ☐ Pre-ID Roster; and
- ☐ paper bands.

Test Materials Provided by the Schools

The following materials are needed for each testing room and are to be provided by the schools:

- ☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;

- □ a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;

- □ a "Testing—Do Not Disturb" sign; and

- □ commercially published paper dictionaries and commercially published paper thesauri for use on the AIMS HS Writing Test and the AIMS HS Writing Field Test **only**.

Student Identification Information

District Test Coordinators are responsible for training School Test Coordinators and Test Administrators in the correct use of all student information fields on the test materials. Student identification information includes the following:

- □ the student identification fields on the front covers of the test books and answer documents;

- □ the student bar code labels (Pre-ID Labels) on the front covers of the answer documents;

- □ the demographic data grid on the back covers of the answer documents; and

- □ the accommodations fields on the inside front covers of the answer documents.

The greatest amount of student identification information is included in the student bar code label (Pre-ID Label) and the student demographic data grid. Detailed information on the correct use of both is included in the Pre-Test Workshop materials, in the *AIMS HS Test Administration Directions,* and in the *AIMS HS Writing Field Test Administration Directions.*

The scripts included in the *AIMS HS Test Administration Directions* and *AIMS HS Writing Field Test Administration Directions* will direct students to complete the student identification fields on the front covers of the test books and answer documents. Test Administrators should confirm that these fields are completed before dismissing students from the testing session. For the AIMS HS Writing Field Test, Test Administrators also should confirm that the test form code bubble on the inside front cover has been completed before dismissing students from the testing session.

All Test Administrators should be familiar with the ADE-produced document *Testing Accommodations: Guidelines for 2009–2010*. Students with disabilities and English language learners are eligible to receive certain standard accommodations. The accommodations information fields on the inside front cover of the answer documents must be completed for any student who received a standard accommodation. Instructions for completing the testing accommodations information are included in the *AIMS HS Test Administration Directions* and in the *AIMS HS Writing Field Test Administration Directions.*

Procedures for Handling Test Materials
Before Testing
Receiving Test Materials

Test materials and Test Coordinator's Kits for all schools will be shipped to District Test Coordinators. District Test Coordinators are responsible for distributing the appropriate materials to schools after inventorying them.

The test materials shipments will arrive during one of the two delivery windows, October 5–8, 2009, or October 13–15, 2009. The District Test Coordinator selected the delivery window through the PearsonAccess ordering system when ordering materials in August. The quantity of each item sent and the numbered box in which each item can be found will be indicated on the packing list included with the shipment. There will be a separate school-only packing list in the first box for each school. This box will be white. The District Test Coordinator will receive a copy of each school's packing list along with the district packing list in the first district box. This box will also be white.

Materials will be shipped in dual-purpose boxes designed to be easily used for both receiving and shipping materials. Save these boxes for use in returning materials to Pearson (both white and brown boxes can be used).

Inventorying Test Materials

District Test Coordinators should immediately inventory all test materials and Test Coordinator's Kits received using the following checklist.

☐ 1) Open Box 1 (a white box). Examine the packing list to determine the total number of boxes in the entire shipment.

☐ 2) Count the total number of boxes received and compare it to the number of boxes shipped. If the total number of boxes indicated as shipped has not been received by the end of the selected delivery window, contact the AIMS Help Customer Service Line at Pearson by phone at 888.705.9421 or by email at AIMSHelp@support.pearson.com.

☐ 3) Open all remaining boxes (both white and brown). Verify the materials received in the shipment against the packing list found in the first white box for each school. Note any discrepancies on the packing list. Verify that preslugged header sheets, preslugged School Header Lists, paper bands, and colored return shipping labels were sent for each school within the district or charter.

☐ 4) Compare the actual quantities of test materials (test books and answer documents) received with the quantities needed. Verify that each school has enough scoring materials (header sheets, School Header Lists, and paper bands) for returning scorable documents.

☐ 5) Distribute the manuals, test books, answer documents, student bar code labels (Pre-ID Labels), Pre-ID Rosters, preslugged header sheets, preslugged School Header Lists, and paper bands to the School Test Coordinator.

☐ 6) Maintain an accurate inventory of materials distributed to schools and materials retained at the district on the District Materials Inventory Sheet(s).

☐ 7) If additional test materials or scoring materials are needed, submit an additional order during the additional orders window (October 15–19, 2009).

Order as early in the additional orders window as possible. Orders are shipped as they are received. Additional orders must be submitted **no later than 5:00 P.M. MST on October 19, 2009.**

During Testing

Precautions

- Do not use any test books or answer documents other than those that correspond to the Fall 2009 administration of AIMS HS writing, reading, mathematics, and writing field tests. Documents from other testing programs or from previous AIMS HS test administrations will not be scored.

- Do not photocopy the test books or the answer documents.

- Do not disassemble or pull pages from the answer documents.

- Do not allow students to make any marks outside of the boxed area in the upper right-hand corner of the answer document front covers. Answer document front covers that have pencil, pen, or highlighter marks outside of the boxed area cannot be machine-scored.

- Do not use "sticky" notes, paper clips, tape, staples, or glue on the answer documents.

- Do not insert loose paper into the answer documents.

- Do not tape or glue additional paper into the answer documents.

- Do not allow students to use extra paper to write their responses for the writing test or writing field test. Only responses that are **handwritten** in pencil on the pages designated "Final Copy" will be scored.

- Do not allow students to use correction fluid on the answer documents. If an error is made in filling in a bubble or in the final response to the writing prompt, the student should erase the error completely and make the correction using a No. 2 pencil.

- Do not allow students to use colored pencils, pens, markers, or highlighters to respond to multiple-choice questions or to the writing prompt.

Do not allow students to make any marks outside of the boxed area in the upper right-hand corner of the answer document front covers. Answer document front covers that have pencil, pen, or highlighter marks outside of the boxed area cannot be machine-scored.

After Testing

Inspecting and Organizing Test Materials

After testing, Test Administrators should inspect the test books and answer documents as directed in the *AIMS HS Test Administration Directions* and in the *AIMS HS Writing Field Test Administration Directions.* Answer documents and test books must be stacked separately with front covers facing up.

Assembling Scorable Test Materials

The District Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The District Test Coordinator is responsible for providing directions and training accordingly.

- [ ] **For schools participating in the AIMS HS Writing Field Test, the writing field test scorables must be assembled and boxed separately from AIMS HS scorables.** Mixing writing field test scorables with the AIMS HS scorables will delay the Fall 2009 AIMS test results.

- [ ] Make sure that test materials contaminated with blood, vomit, or other bodily fluids are not returned to Pearson. Student responses must be transferred to clean answer documents. Destroy the contaminated test materials securely and appropriately by following requirements for disposing of hazardous materials. Note the destroyed test books on the School Materials Inventory Sheet with an indication that the books were contaminated and destroyed. **If contaminated answer documents are returned to Pearson, they will not be scored and will be securely destroyed.**

- [ ] Make sure that responses have been transferred to a standard answer document for students who used a large print or Braille version of the test or who used assistive technology as an accommodation. For more information on this process, please refer to the *AIMS HS Test Administration Directions*, the *AIMS HS Writing Field Test Administration Directions*, or the flyer that was packaged with the large print and Braille test materials.

- [ ] Next, organize the answer documents. Separate the answer documents by content area: writing, reading, mathematics, and writing field test (if applicable). Within each content area, sort by cohort. Within each writing, reading, and mathematics cohort, group by teacher if desired.

  For the writing field test, all students testing should be in Cohort 2012, so there is no need to separate by cohort. Also, there is no need to group the writing field test documents by teacher since no score reports will be produced. All of the Fall 2009 AIMS HS Writing Field Test Answer Documents for a school should be submitted as a single group.

☐ For each group, select a preslugged header sheet with the correct school. For every group, complete the header sheet as directed in the section "Completing Header Sheets" on pages 13–15 of this manual.
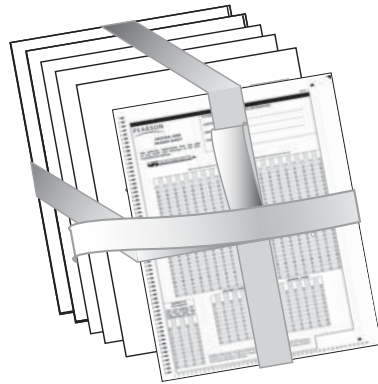

Figure 1: Organizing Answer Documents

☐ Place the completed header sheet with SIDE 1 facing up on top of the stack of answer documents for the group. Bind the stack of answer documents with two paper bands. Paper bands received in the test coordinator kit have preprinted text. It is not necessary to complete the information on the paper bands. Wrap one band around the stack horizontally and the other vertically. Be sure the bands hold the documents securely.

A large group may be divided into two or more stacks so that each stack can be wrapped securely. Each stack should be no thicker than what the band can securely wrap around and be sealed. Make as many stacks as needed. One header sheet is needed per stack. Bind the stacks with paper bands as directed above.

A small group must still have its own header sheet. Do not combine multiple groups, regardless of how small, under the same header sheet. Do not bind multiple groups together.

☐ For each school, complete a School Header List as directed in the section "Completing School Header Lists" on pages 16–17 of this manual. School Test Coordinators should keep photocopies of all completed School Header Lists.

☐ Calculate the total number of used answer documents and note it on the School Materials Inventory Sheet. Retain the School Materials Inventory Sheet for use during the nonscorable materials inventory.

☐ For AIMS HS place answer documents by group in the return shipping boxes in the reverse order that they are listed on the School Header List so that the groups will be removed from the boxes at the scoring center in the same order as listed on the School Header List. All three of the AIMS HS School Header Lists should be placed at the top of the first box of scorables.

For AIMS HS Writing Field Test place answer documents in separate boxes (different from the AIMS HS boxes). Place the AIMS HS Writing Field Test School Header List at the top of the first box of writing field test scorables.

☐ Fill any empty spaces in the scorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts." Seal the boxes.

☐ Affix a precoded return label on the top of each box of scorable test materials. For AIMS HS, use a **blue scorable** return label. If selected for the AIMS HS Writing Field Test, use a **pink scorable** return label for the AIMS HS Writing Field Test Answer Documents. Be certain the label is coded with the correct school and district.

The blue return labels are used only for the HS scorable materials; the pink return labels are used only for the AIMS HS Writing Field Test scorable materials; the green return labels are used only for the nonscorable materials. **Do not mix scorable and nonscorable materials in the same box.**

☐ Number the AIMS HS scorable boxes and the AIMS HS Writing Field Test scorable boxes.

For each high school within the district or charter, mark each school box of scorable materials accordingly as "Box 1 of X," "Box 2 of X," etc. in the "Sch: Box____of____" section of the blue and pink (if applicable) scorable return label.

Mark the "Dist: Box____of____" section of the blue and pink (if applicable) scorable return labels in one continuous numbering sequence (per label color) for the entire set of district or charter boxes without restarting the numbering at each school.

Completing Header Sheets

Figure 2: Sample Header Sheet

The header sheet provides data that appears on the score reports. A header sheet **must** be completed for each group's documents. Each group of completed answer documents may include students from only one cohort and one content area. Correctly coding the cohort is especially important. The cohort on score reports is determined by the cohort on the header sheet, not by the cohort on the student's bar code label (Pre-ID Label) or by the cohort bubble on the student's answer document.

Preslugged and blank header sheets have been provided in the Test Coordinator's Kits. Header sheets are scannable documents; **photocopies are not acceptable for the scoring center's use**. If additional header sheets are needed, blank header sheets may be ordered during the additional orders window, October 15–19, 2009.

Some information on the header sheets has been preslugged. Please review the preslugged information. **If information on a preslugged header sheet is incorrect, do not alter it. Instead, fill out all information on a blank header sheet.**

Instructions for completing the header sheets apply for both the Fall 2009 AIMS HS and the Fall AIMS HS Writing Field Test.

If information on a preslugged header sheet is incorrect, do not alter it. Instead, fill out all pertinent information on a blank header sheet.

SIDE 1

(A)   CONTENT AREA

For preslugged header sheets and for blank header sheets, this section needs to be completed. Fill in the appropriate content (writing, reading, mathematics, or writing field test if applicable).

(B)   GROUP NAME

For preslugged header sheets and for blank header sheets, this section needs to be completed. Fill in the group name. Each header sheet must have a group name. Names such as Sophomores, Juniors, Seniors; or Class A, Class B, and Class C are highly recommended if different teacher names are not used. This must match the group name on SIDE 2.

(C)   COHORT

For preslugged header sheets and for blank header sheets, this section needs to be completed. Fill in cohort (2011, 2010, 2009) for writing, reading, and mathematics or Cohort 2012 for writing field test (if applicable). This must match the cohort bubbled on SIDE 2.

(D)   SCHOOL NAME

For preslugged header sheets, this area will be pre-filled.

For blank header sheets, this section needs to be completed. Print the school name in the row of boxes, and then mark the corresponding circle below each box. Be certain to use the same school name as on a corresponding preslugged header sheet.

(E)   NUMBER OF DOCUMENTS

The number entered in the "Number of Documents" section of the header sheet must match the number of answer documents grouped with the header sheet.

For preslugged header sheets and for blank header sheets, this section needs to be completed. Fill in the total number of student answer documents returned for scoring and grouped with this header sheet. Fill one numeral per box, right justified. For example, 32 answer documents must be filled in 0032. Mark the corresponding circle below each box.

The number entered in the "Number of Documents" section of the header sheet must exactly match the number of answer documents grouped with the header sheet.

F DISTRICT CODE

For preslugged header sheets, this area will be pre-filled.

For blank header sheets, this section needs to be completed. Print the district code in the row of boxes, and then mark the corresponding circle below each box. Be certain to use the same district code as on a corresponding preslugged header sheet.

G SCHOOL CODE

For preslugged header sheets, this area will be pre-filled.

For blank header sheets, this section needs to be completed. Print the school code in the row of boxes, and then mark the corresponding circle below each box. Be certain to use the same school code as on a corresponding preslugged header sheet.

If using a blank header sheet, be certain to code all information exactly as it is on the preslugged header sheet.

SIDE 2

H GROUP NAME

For preslugged header sheets and for blank header sheets, this section needs to be completed. Print the group name in the row of boxes, and then mark the corresponding circle below each box. Each header sheet must have a group name. Names such as Sophomores, Juniors, Seniors; or Class A, Class B, and Class C are highly recommended if different teacher names are not used. This must match the group name on SIDE 1.

I GRADE

For preslugged or blank header sheets, this section does not need to be completed. This section will only be used in the spring.

J COHORT

For preslugged header sheets and for blank header sheets, this section needs to be completed. Fill in the last two numerals only and then mark corresponding circle below each box. This must match the cohort on SIDE 1.

Please review all hand-entered information.

The GROUP NAME and COHORT on SIDE 2 of the header sheet must be completed.

Completing School Header Lists

Figure 3: Sample School Header List

The School Header List contains information used to verify that the school's entire return shipment of scorable materials has been received. District Test Coordinators and School Test Coordinators should keep photocopies of all completed School Header Lists.

For each school, complete a School Header List. For the Fall AIMS HS separate School Header Lists will be provided for each content area (writing, reading, and mathematics). For the Fall AIMS HS Writing Field Test separate School Header Lists will be provided (if applicable).

Instructions for completing the School Header List apply for both the Fall 2009 AIMS HS and the Fall AIMS HS Writing Field Test.

Ⓐ TEST
This area will be pre-filled with AIMS HS or AIMS HS Writing Field Test (if applicable).

Ⓑ CONTENT AREA
For the AIMS HS this area will be pre-filled with the content area (writing, reading, or mathematics). For the AIMS HS Writing Field Test this area will be pre-filled with writing field test.

Ⓒ DISTRICT NAME
This area will be pre-filled with the district name.

Ⓓ DISTRICT CODE
This area will be pre-filled with the district code.

E SCHOOL NAME

This area will be pre-filled with the school name.

F SCHOOL CODE

This area will be pre-filled with the school code.

G DISTRICT CONTACT PERSON

Print the name of the District Test Coordinator.

H EMAIL ADDRESS

Print the email address of the District Test Coordinator.

I PHONE

Print the phone number of the District Test Coordinator.

J GROUP NAME

Print the group name exactly as it is on the header sheet.

K COHORT

For the AIMS HS print the cohort (2011, 2010, or 2009) for each group exactly as it is on the header sheet. For the AIMS HS Writing Field Test this area will be pre-filled.

L NUMBER OF DOCUMENTS

Fill in the total number of student answer documents returned for scoring for each group. If the group has more than one header sheet, be sure to total the number of documents from all header sheets for a group.

M COMMENTS

Use as needed.

Assembling Nonscorable Test Materials

The District Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The District Test Coordinator is responsible for providing directions and training accordingly.

☐ Organize the nonscorable test materials by document type for each school:

- used and unused HS Writing Test Books;

- used and unused HS Reading Test Books;

- used and unused HS Mathematics Test Books;

- used and unused AIMS HS Writing Field Test Books (if selected for the field test);

- unused HS Answer Documents;

- *AIMS HS Test Administration Directions;*

- *AIMS HS Test Coordinator's Manuals;*

- *AIMS HS Writing Field Test Administration Directions* (if selected for the field test); and

- all unused student bar code labels (Pre-ID Labels).

☐ Count the number of each type of document and note it on the School Materials Inventory Sheet(s). All test materials must be returned. Note any missing test books on the School Materials Inventory Sheet(s) and provide an explanation.

Figure 4: Sample School Materials Inventory Sheets

☐ Place all nonscorable materials, including the unused student bar code labels (Pre-ID Labels), in boxes separate from those containing the scorable test materials. Box all nonscorables by school. (See Figure 5.)

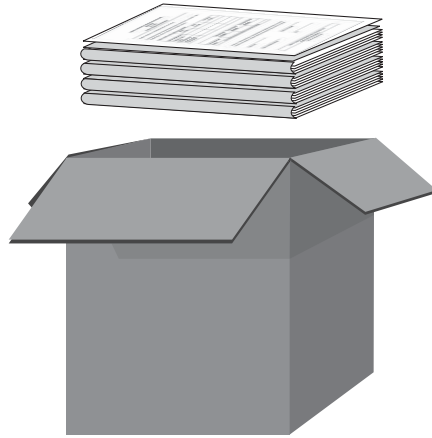☐ Place the School Materials Inventory Sheet at the top of the school's first nonscorable box.

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Figure 5: Packing School Nonscorable Test Materials for Return

Figure 6: Sample District Materials Inventory Sheets

☐ Fill out the District Materials Inventory Sheet(s). (See Figure 6.) Place the District Materials Inventory Sheet(s) at the top of the box of nonscorable materials that will be marked as the first nonscorable box for the district.

☐ Fill any empty spaces in the nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts." Seal the boxes.

☐ Affix a precoded return label in the designated space on the top of each box of nonscorable test materials. Use a **green nonscorable** return label. Be certain the label is coded with the correct school and district.

☐ Number the nonscorable boxes.

For each high school within the district or charter, mark each school box of nonscorable materials accordingly as "Box 1 of X," "Box 2 of X," etc. in the "Sch: Box____of ____" section of the green nonscorable return label.

Mark the "Dist: Box____of____" section of the green nonscorable return labels in one continuous numbering sequence for the entire set of district or charter boxes without restarting the numbering at each school.

Returning Materials to Pearson

K2 Logistics (K2) will be your return freight carrier. Refer to the schedule provided at the Pre-Test Workshop to determine the date of the K2 pickup for your district/charter operator. K2 is unable to schedule pickups at specific times on the designated pickup dates. If a site does not have its materials ready for return when the K2 driver arrives on the committed date, the site will be required to pay for a second K2 pickup. Therefore, make every effort to have materials ready the day before the scheduled pickup date.

K2 drivers will arrive with preprinted bills of lading and will identify themselves as K2 representatives working on behalf of Pearson. The District Test Coordinator or a designated person at each pickup site must enter the box counts on the shipping documents and sign them.

Before the driver arrives, check the boxes to ensure the following:

☐ A **BLUE** return label has been completed and affixed on the top of each box containing AIMS HS **scorable** materials.

☐ A **PINK** return label has been completed and affixed on the top of each box containing AIMS HS Writing Field Test **scorable** materials.

☐ A **GREEN** return label has been completed and affixed on the top of each box containing AIMS HS **nonscorable** materials.

☐ Verify the total number of boxes for each label color. Have these numbers ready for the driver.

Test Security

The following is State Board Rule R7-2-310.B, C, and D concerning test security.

B.   The superintendent or head of district shall be responsible for:

 1.   Providing school district enrollment data to the Department of Education annually for the purposes of test material distribution.

 2.   Verifying the count of test materials received and distributing the test materials to each school in the district.

 3.   Securing the test materials prior to distribution to pupils or persons administering the tests at the time of testing, as well as after the time of testing. Test materials shall be kept in locked storage.

 4.   Advising all district employees that the test materials are not to be reproduced in any manner.

 5.   Familiarizing each person who will administer the test with the test publisher's directions for administering the test, the timing of the test, and the testing schedule. This is to be accomplished through meetings which shall not be held prior to one week before the first day of testing. At the conclusion of each such meeting, all test materials are to be collected and returned to locked storage.

 6.   Distributing actual test materials to persons administering the tests on the day of testing.

 7.   Training persons administering the tests on how to properly complete the identification information on the test book and answer document and how to code the information required on the variables being collected pursuant to A.R.S. 15-741, et seq.

 8.   Properly packaging all test books and answer documents which are to be scored by the scoring contractor. Packaging shall comply with instructions furnished by the scoring contractor or the Department of Education.

 9.   Forwarding all test books and answer documents to be scored to the scoring contractor per instructions. Test books/answer documents for the entire district should be forwarded in one shipment.

10.   Retaining all unused and reusable test materials, reporting them in the school's inventory, and storing them in a safe and secure manner.

       Note: No AIMS materials are reusable. All AIMS test materials, including the manuals, MUST be returned to Pearson after testing is complete.

11.   Immediately reporting to the Department of Education any losses of test materials or other irregularities.

12.   The superintendent or head of district may designate a testing coordinator to act on his behalf.

C. Persons designated by the superintendent or head of district to administer the test shall:

1. Keep all test materials in locked storage.

2. Not reproduce any test materials in any manner.

3. Not disclose any actual test items to pupils prior to testing.

4. Not provide answers of any test items to any pupils.

5. Administer only practice tests which are provided by the test publishers. Previous editions of the test series being used in the statewide testing program may not be used as practice tests.

6. Strictly observe all timed subtests. The test publisher's suggested time limits for untimed subtests shall be followed as closely as possible in order to maintain uniformity in test administration.

7. Follow directions for administering the test explicitly. No test item may be repeated unless otherwise indicated in the directions.

8. Not change a pupil's answer.

9. Return all test materials to the superintendent or head of district immediately upon completion of testing.

D. All violations of this rule shall be referred by the superintendent or head of district to the State Superintendent of Public Instruction for appropriate action.

It is important to keep in mind that any breach of security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures shall be reported immediately to the School Test Coordinator, District Test Coordinator, and the State Test Coordinator. Depending on the severity of the breach, it may result in disciplinary action including, but not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or certificate revocation.

AIMS test books and answer documents may NOT be photocopied or reproduced for any reason. Photocopying or reproducing any AIMS test materials is a violation of test security and may result in disciplinary action.

Test Security Agreement

All districts and charters that will be administering the Fall 2009 AIMS HS must have a Superintendent/Charter Representative Security Agreement signed and on file with the ADE. **One copy of the Fall 2009 AIMS HS Superintendent/Charter Representative Test Security Agreement must be signed and faxed to ADE at 602.542.5467 no later than October 1, 2009.**

All school/district/charter personnel who will have access to the AIMS test materials must sign a Test Security Agreement. This includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, Test Coordinators, School Administrators, and District/Charter Operators. **A new AIMS Test Security Agreement must be completed by all appropriate personnel for every administration of AIMS.** These signed Test Security Agreements are to be maintained as directed on the Fall 2009 AIMS HS Superintendent/Charter Representative Test Security Agreement.

Copies of the Test Security Agreements were provided at the Pre-Test Workshop and can also be found on the ADE Test Coordinator Web page.

Contact Information

Questions regarding the **administration** of AIMS HS or AIMS HS Writing Field Test should be directed to:

Mary Pat Wood
State Test Coordinator
Phone: 602.542.5345
Email: MaryPat.Wood@azed.gov

Questions regarding **materials** and **pickup of materials** for AIMS HS or AIMS HS Writing Field Test should be directed to:

AIMS Help Customer Service Line at Pearson
Phone: 888.705.9421
Email: AIMSHelp@support.pearson.com

NOTES

NOTES

Checklist for Packing and Shipping Test Materials

Scorable Test Materials

☐ Make sure student responses from large print and Braille versions have been transferred to standard answer documents, and student responses from contaminated test materials have been transferred to clean answer documents.

☐ Group the AIMS HS Answer Documents by content, cohort, then by group.

☐ Place a completed header sheet on top of each stack of answer documents. Bind each stack with two paper bands, one horizontally and one vertically.

☐ Complete the School Header Lists and place in box 1 of the district's scorable test materials.

☐ Box scorable test materials. AIMS HS Writing Field Test scorable materials must be boxed separately from AIMS HS scorable materials.

☐ Fill any space in the boxes of scorable test materials with crumpled paper or plastic air bubbles. Seal the boxes.

☐ Affix a **blue scorable return label (**or a **pink scorable return label if selected for the AIMS HS Writing Field Test)** on the top of each box of scorable test materials.

☐ Number the boxes of scorable test materials.

☐ Make sure the boxes are ready for shipping on the scheduled pickup date.

Nonscorable Test Materials

☐ Organize all nonscorable test materials by document type.

☐ Complete Materials Inventory Sheets.

☐ Place all nonscorable test materials in boxes separate from those used for the scorable test materials.

☐ Fill any space in the boxes of nonscorable test materials with crumpled paper or plastic air bubbles. Seal the boxes.

☐ Affix a **green nonscorable return label** on the top of each box.

☐ Number the boxes of nonscorable test materials.

☐ Make sure the boxes are ready for shipping on the scheduled pickup date.

Important Dates for Fall 2009 Testing

Events	Dates
Order AIMS HS test materials using Pearson online ordering Web site	August 17–28, 2009
Register for a Fall 2009 Pre-Test Workshop; register online at www.azed.gov	August 17–28, 2009
Data Extract from SAIS for Student Bar Code Labels (Pre-ID Labels)	September 4, 2009
Attend a Fall 2009 Pre-Test Workshop	September 15–25, 2009
Superintendent/Charter Representative Test Security Agreement due to ADE	October 1, 2009
Test materials and Test Coordinator's Kits delivered to districts	Two Delivery Window Options: October 5–8, 2009 October 13–15, 2009
Additional orders window (test materials and Test Coordinator's Kits)	October 15–19, 2009 Orders must be received by 5 P.M. MST on October 19, 2009
Test administration dates	AIMS HS Writing—October 27 AIMS HS Reading—October 28 AIMS HS Mathematics—October 29 AIMS HS Writing Field Test—October 26–30
K2 pickup of **scorable** and **nonscorable** materials for return to Pearson	November 2–5, 2009
Score reports due in district	December 15, 2009
Closing date for corrections to reports	February 12, 2010

Figure 7: Important Dates for Fall 2009 Testing

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